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ABSTRACT

Unesco's Department of Documentation Libraries and Archives was established in 1967. During its first three years of existence, the department organized and gradually established its services. In 1970 it consisted of three divisions: (1) Promotion of Research and International Co-operation in Documentation; (2) Development of Documentation, Library and Archives Services and (3) the Unesco Library and Documentation Service. One new unit in operation in 1971 is Computerized Documentation Service. A brief discussion of the activities of each of these divisions is presented. The study on the feasibility of a world science information system is also discussed. In the field of education and social science documentation, Unesco's activities include: gathering, analyzing and disseminating information; preparing and publishing the World Survey of Education, the World Survey of Agricultural Education and the International Social Science Journal and a series of reports and papers in the social sciences. Book development programs and a long-term program to strengthen international co-operation in the publishing field are also promoted by Unesco. (NH)

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UNESCO'S ACTIVITIES IN DOCUMENTATION LIBRARIES AND ARCHIVES 1969-1970

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1. A considerable part in all Unesco activity in the field of documentation is concentrated in the Department of Documentation, Libraries and Archives.

During its first three years of existence (from 1967) the department organized and gradually developed its services and in 1970 consisted structurally of three divisions: Promotion of Research and International co-operation in Documentati n; Development of Documentation, Library and Archives Services; the Unesco Library and Documentation Services as well as of one new unit, Computeraized Documentation Service, in operation from 1971.

The department continued to benefit from the recommendations of the International Advisory Committee on Documentation, Libraries and Archives, established in 1967. At its second session, held from 19 to 22 August 1969, the Committee made recommendations to the Director-General of Unesco on the Organisation's current programme for Documentation, Libraries and Archives, and suggextions for the future and long--term programmes (see Final Report of the Cpmmittee, document COM/MD/11). These recommendations and suggestions were reflected in the activities and subsequent work plans of the Secretariat.

Two consultation groups met at the Headquarters in 1970: one considered Unesco's policy on Archives Development (12-15 May 1970) and the other the Promotion of Research in Documentation (21-22 May 1970).

The Department has continued to work in close co-operation with the three international non-governmental organizations concerned with documentation, libraries and archives and related services: the Internationa Federation for Documentation

(FID), the International Federation of Library Associations (IFLA), and the International Council on Archives (ICA). In recent years, these organizations have extended their membership to a number of developing countries and drawn up long-term programmes for their activities.

1.1 Division for the Promotion of Research and International Co-operation in Documentation.

1.11 International coø-operation.

Unesco provided the International Federation for Documentation with a subvention of $ 10,200 to publish the Bibliography of documentation and the Extensions and Corrections to the Universal Decimal Classification and for thepertial remuneration of its secretariat staff. The International Federation for Library Associations received a subvention of $ 20,460 for the maintenance of a permanent secretariat, for the organization of its annual conference, for its various committees and for the publication of IFLA communications in the journal Libri. The International Council on Archives, for its part, has received a subvention of $ 15,340 for the organization of the meetings of its Executive Board, for its various committes and for the publication of the review Archivum.

1.12 Studies and research projects.

To provide a basis for future programmes and for a more systematic planning pf documentation, library and archives development, various studies and research projects were planned and/or terminated during the period.

In co-operation with international non-governmental organizations (FID, IFLA, ICA) as well as with national organizations, surveys and studies on the following topics are in preparation: national structures of documentation and library services; handbook on library statistics; audio-visual course for librarians in French; current national bibliography of English speaking African countries; manual on preservation and restoration of archival documents; the function of archives in public administration and national planning policy in developing countries. Unesco is also giving financial support to the mechanization of a documentation center in Morocco, including assistance in the form of an expert and followships.

1.13 Publications.

During 1969-1970, numbers 1-6 of volume XXIII and numbers 1-4 of volume XXIV of the bi-monthly Unesco bulletin for libraries appeared.

Issues number 2-6 of volume IX and numbers 1-5 of volume X of Bibliography, Documentation, Terminology appeared during the period under review.

The following manuscripts were published: the manual Methods of Teaching Librarianship by J.E. Sabor appeared in English and French; Bibliographical services throughout the world 1960-64 by P. Avicenne appeared in English. The Bibliographie des répertoires nationaux de périodiques en cours, by G. Dupret, Ksenia Liutova and Marie-Louise Bossuat was published in 1969, in French only.

The following publications are under press and will be published before the end of 1970: The Planning of Library Services, by C.V. Penna, 2nd edition revised by P.H. Sewell and Herman Liebaers will be issued in English, French and Spanish; Standards for library service, by F.N. Withers (in English only), Guide for an introductory course on information/documentation, by A.I. Mikhailov and R.S. Giljarevskij (in English only), Guide to national bibliographical centres, 3rd edition; enlarged and revised (bilingual English/French).

The Bibliographie nationale courante de l'année 1967 des pays d'Afrique d'expression française was published according to a contract between Unesco and the University of Dakar.

A provisional List of library and documentation associations (COM/MD/12) and a provisional List of library schools and training courses in documentation (COM/MD/13) were also issued.

1.14 Information services.

Information services continued to be provided to Member States, interested organizations and specialists, with a view to stimulating the development of documentation, library and archives services and the exchange of publications.

From January 1969 to July 1970, 6.601 documents of various kinds (experts reports, filmstrips, working papers of Unesco conferences and meetings, reprints, etc.) advertised in the Unesco Bulletin for libraries and Bibliography, documentation terminology were distributed.

The department continued its annual survey of bibliographical activities in Unesco Member States. The replies were published in Bibliography, documentation, terminology.

Efforts were continued to implement the Convention concerning the International Exchange of Publications and Government Documents between States, adopted by the General Conference at its tenth session. Thirty-two Member States have now ratified or accepted these Conventions.

1.2 Division for the Development of Documentation, Library and Archives Services.

1.21 Pilot Projects in Libraries and Archives Services.

The pilot project in documentation and library services in Ceylon designed to serve as a model for other Asian Member States continued to receive the assistance of Unesco. Legislation establishing the Ceylon National Library Services Board has been passed and the Members of the Library Board have been appointed. An extensive network of village libraries has been set up and a series of training courses for staff has been held. A Unesco expert has been assisting with the development of the project.

Initiated in 1967 and based in Honduras, the pilot project in school library services and training for Central America has been continued. Durin 1969/1970 additional libraries were opened and training activities for local staff were continued. The expert assigned to the project has travelled to countries of the region to assist the authorities in planning their school library services and a regional workshop for school library organizers will take place from October to December 1970.

Work on the organization of a pilot project in archives development in the Ivory Coast has now begun and it is expected that an expert will take up his duties in Abidjan in October.

1.22 National planning on documentation and library services.

An expert meeting on the National Planning of Documentation and Library services in Africa will be held at Kampala, Uganda, from 7 to 15 December 1970. Experts in the fields of librarianship, documentation and educational planning will participate. A long-term plan for documentation and library development in African countries will be formulated and a model plan for Uganda will be presented and discussed.

Financial assistance has been provided by Unesco for the following activities:

a) an international Seminar on the use of automation of Libraries, organized by the Unesco National Commission of the Federal Republic of Germany which was held from 15 to 18 April 1970 in Regensburg;

b) a Symposium on National Systems of Libraries in Europe, organized by the State Library of the Czechosloval Socialist Republic will be held in Prague from 29 September to 8 October 1970. International and Czechoslovak specialists will meet with the aim of improving co-operation and co-ordination of activities on an internatio nal scale. Problems concerning buildings and equipment for national libraries will also be discussed.

c) a Symposium on the Planning of National Structures of Scientific and technical Information to be attended by specialists from Latin America and Spain will be held in Madrid in October.

1.23 Professional training.

The training of personnel for documentation centres, libraries and archives continued to receive high priority during 1969/70. The East African School of Librarianship at Makerere University in Kampala, Uganda, continued to offer courses during the period under review to students from the East African region (Kenya, Uganda and Tanzania).

A traning course for 15 teachers of librarianship from developing countries was begun at the Royal School of Librarianship in Copenhagen on 1 August 1970. The four-month course is designed to give instruction in teaching methods which may appropriately be used in library schools and training prpgrammes for the subjects commonly found in library school curricula.

A training course in documentation techniques organized by the Japanese National Commission for Unesco and the Japan Documentation Society is being held from 12 July to 21 August 1970 in Tokyo.

A course in scientific and technical documentation by the Consejo Nacional de Investigaciones Cientificas y Técnicas in collaboration with the school of librarianship of the University of Buenos Aires in July and August 1970 for documentalists and specialized librarians in Latin America.

The use of an audio-visual course in librarianship by the Library School of the University of Buenos Aires has been continued in Latin American countries.

A series of lectures on the role of library and documentation services in educational planning was delivered from 21 to 23 July 1969 and repeated in 1970 from 30 June to 2 July to unterns of the International Institute for Educational Planning in Paris.

A course in documentation techniques for industrial information officers from developing countries organized by Unido and relevant authorities of the USSR will be held from September to December 1970 in Moscow. A training course for archivists from French speaking African countries will be organized late in 1970 at the School of Librarianship of the University of Dakar.

1.24 Activities in Member States.

During the period under review and in addition to those already mentioned, experts were sent on mission to the following countries to advise them in the organization of their library, documentation and archives services: Australia, Bahamas, Bolivia, Honduras, Iceland, Indonesia, Iraq, Israel, Mali, Peru and Tanzania. These were financed by the Technical Assistance Component of the United Nations Development Programme or by the Participation Programme.

Financial assistance was also given under the Unesco Participation Programme for 1969/70 for:

a) a Seminar on tropical archivology of the South East Asian Branch of the International Council for Archives (SARBICA held in Djakarta in December 1969.

b) the organizational meeting of a regional section of FID held in Tokyo from 13 to 15 April 1970;

c) a meeting of experts for the evaluation of available literature in Süanish suitable for adult education held in Gustemala City from 24 to 28 August 1970.

The Unesco Microfilm Unit which has helped Member States to microfilm documents of Historic value and to train personnel in these techniques operated in the folling countries: Algeria, Ethiopia, Philippines, Sierra Leone and Sudan.

In addition books and equipment, including in some cases, bookmobiles, were provided for Argentina, Barbados, Bulgaria, Ceylon, Guinea, Honduras, Indonesia, Malawi, Malaysia, Malta, Senegal, Syria, UAR, Tanzania and Zambia.

Followships were awarded to nearly 40 countries; many of these were in connection with the projects already described.

During the period under review, the department carried out work leading to the organization of documentation centres and libraries under the Special Fund.

1.3 Computerized documentation service.

A new unit called the Computerized Documentation Service (CDS) was set up in 1970, subject to the approval of the General Conference of Unesco, with the task of developing a computerized service to the operational in 1971.

The CDS, making use of the computer configuration available at Unesco, and applying procedures and methods compatible with those of the computer-based documentation services of other members of the United Nations family, will process some 30 000 Unesco documents and publications, which will be ana-

lyzed and indexed and the information thus extracted will be converted to a machine-readable format, input into the computer and stored on magnetic tape and disk for future retrieval and dessemination. A master negative microfiche will be created for all documents thus processed, making possible the distribution of the documents on demand, in either positive microfiche form or enlargement. The service will be in the future extendee to process external documents and publications necessary to the implementation of the Programme of Unesco, especially in the field of education and research in documentation. CDS will also function as a demonstration and training centre to advice docu,entalists and information specialists, particularly from developing countries, on the application of systems development and modern technology to information control.

1.4 Unesco Library and Documentation Services.

To the unified Liabrary and Documentation Services, established in 1967, was added the Social Sciences Documentation Centre. Technical responsibility was also assumed for the Standardization of library practices and techniques in libraries and documentation centres in Regional and Field Offices. These include the Library of the International Bureau of Education, Geneva, the Library of the International Institute for Educational Planning, Paris, the Libraries of the Regional Offices for Education in Africa, Asia and Latin America. In particular, efforts were made to standadize classification practice in using the Universal Decimal Classification, and in cataloging the Anglo-American rules were made standard throughout the network.

Special attention was given to filling gaps in collections in Regional Offices, and in some cases cataloguing was done centrally at Headquarters for Regional Office libraries.

The Union Catalogue of the Library and Documentation Services, which was begun on a housewide basis in 1964, was extended to cover the libraries putside Head quarters which are mentuoned in paragraph 1. A start has also been made in preparing a union list of educational periodicals held by the various Libraries and Documentation Services. It is expected that a preliminary edition of this union list will be published in 1972.

In co-operation with the Reports Division of the Bureau of Relations with Member States, all final reports of Field Missions in all parts of the world were put on microfiche. While the collection remains at Headquarters, copies of all reports for the regions have been sent to the Regional Offices for Africa, Asia and Latin America. These reports cover a 25-year period, 1946-1970.

A pilot experiment was made with the Regional Office for Education in Latin America in decentralizing documentation activities, it being felt that much of this work could be speeded up through regional handling. The primary concern is for Unesco's Field Experts.

The various sections of the Services in Headquarters receive approximately 22,000 visitors a year. This figure has remained more or less constant. The number of reference questions received in the various Services has increased considerably, however, there being approximately 19,000

such queries in 1969 as opposed to 14,000 in 1968. The number of loans has also increased to approximately 10,500 a year as compared with 8,500 in 1968. The number of periodicals currently received as a constant effort is made to limit the periodicals collection to titles essential to the needs of the Programme Specialists. The figure remains constant at around 3,500 periodicals received and some 3,000 are circulated regularly to staff. A total of $ 345,000 worth pf publications was ordered for Headquarters and Unesco Field Projects throughout the world. This is an increase of nearly $ 75,000 over 1968.

The two bulletins published by the Library and Documentation Services continue to appear monthly; New publications in the Unesco Library, and List of Unesco documents and publications.

Index cards for selected Unesco documents received for general distribution were sent to National Commissions, Permanent Delegations and Depository Libraries. These cards could also be made available to other interested organizations.

A guide, Library and Documentation Services (of Unesco), was issued and is available to all who are interested or who request it at the Unesco Library and Documentation Centres.

2. World Science Information System (UNISIST).

UNISIST is the name which has been given to a study on the feasibility of a world science information system. By default as much as by design, it is also thr acronym which has been used to define the programme of increased voluntary

cooperative networking which, now that a report has demonstrated its desirability and feasibiloty, will succeed the study phase. It must be emphasized that any system to be developed should be a flexible netweork based upon the voluntary co-operation of existing and future information services. It should be limited at first to the natural sceinces of concern to the member unions of ICSU. It should pay special attention to the growing needs of scientists in developing countries. It should also pay attention to the problems of Standardization, of selectivity and compaction, and should closely involve the participation of scientists themselves.

To explore avenues which the Central Committee considered significant, Working Groups chaired by members of the Central committee were established in such areas as bibliographic standards (jointly with ICSU/AB), linguistic problems, developing countries, research needs, compaction and evaluation, and classification. The working groups have produced reports which have all been received as background material for the final report.

The UNISIST final report is now completed. Under the joint sponsorship of ICSU and Unesco, an Intergovernmental Conference on Scientific Information is planned for October, 1971. The purpose of the Conference is to give conspicuity to and gain acceptance of the UNISIST recommendations by both governmental and scientific communities.

3. Other Documentation Activities.

Unesco activity in the field of educational and social science documentation includes: gathering, analyzing and disseminating information on educational and social science questions, preparing and publishing the World survey of education the International guide to educational documentation, the World survey of agricultural education, the International social science journal, a series of reports and papers in the social sciences and other international directories, monographs and curricula guides.

Unesco also promotes book development programmes in its Member States: a long-term programme has been drawn up to strengthen international co-operation in the publishing field This question is closely connected with the need for the compilation of current national bibliographies.